

OFFICE OF SECURITY WEEKLY STAFF MEETING

OS Conference Room

18 October 1973

1. Present were:

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2. Pertinent Items of Interest:

a. Awards

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A Certificate of Distinction was awarded to [REDACTED] for the high quality of service he rendered on a sensitive operational support case. Three suggestion awards were also presented. [REDACTED], Industrial Approval Section, Clearance Division, received \$230 for redesigning the Personnel Security Questionnaire forms in a way that simplified the form. For redesigning the traffic pattern at Gate 1, Protective Service Officer [REDACTED] received \$50. [REDACTED], Security Services Section, Headquarters Security Branch, was given \$50 for developing a radio receiver which can monitor the approach of helicopters flying to the Agency's heliport.

b. Permanent Drug Abuse Committee

A permanent Drug Abuse Committee on which the Offices of Medical Services, Personnel, and Security are represented has been established to handle drug abuse problems

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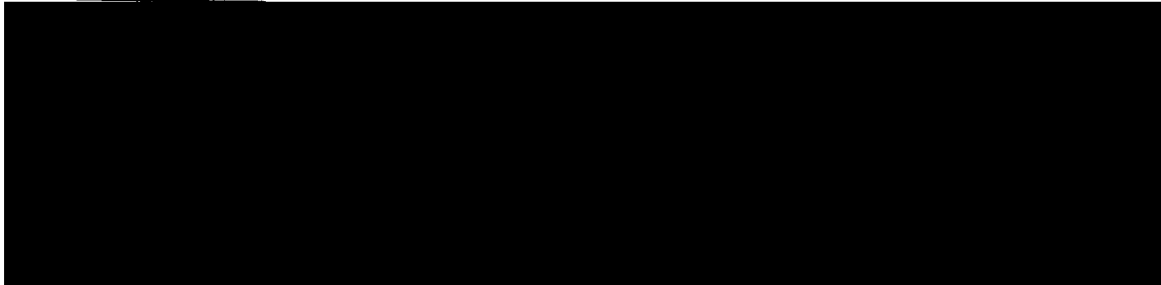
arising in the Agency. This Committee will be chaired by the Office of Personnel. The Chief of Operations, PSI, Mr. [REDACTED] will represent the Office of Security.

c. Coordination on Key Assignments

The Deputy Director of Security for Personnel Security and Investigations will chair an ad hoc committee consisting of the Offices of Medical Services, Personnel, and Security to examine how to assure that an employee's Career Service is brought into any serious medical, personnel, or security problem with which the employee becomes involved to avoid having the Career Service assign the employee to a key position without considering this factor.

d. Assignments

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e. Regional Security Conference

The Deputy Director of Security for Physical, Technical and Overseas Security will represent the Office of Security at the Regional Security Conference to be held on 15-16 November at [REDACTED]. From there, Mr. [REDACTED] will attend the East Asia Support Officers Conference to be held 29 November at [REDACTED]. He will return to Headquarters on 8 December after inspecting several stations in East Asia [REDACTED]

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f. Salary and Retirement Increases

The Chief, Plans, Programs and Administration Division, P&M, advised that the recent pay raise became effective for Agency employees 14 October, the beginning of the first pay period after 1 October. Paychecks to be received 9 November will show this salary increase. He also indicated that the cost of living increase for retirees scheduled for 1 January 1974 will be no less than 4.4% and may go as high as 6%.

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g. Federal Service Pins

Some 61 Office of Security careerists in the Headquarters area will be awarded Federal Service Pins in a ceremony to be held 5 November at 10 a.m. in Room GA-13. Employees whose years of tenure with the Agency have reached some multiple of five will be individually notified.

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i. The CAPER-OS System

The Security Records Division and the Office of Joint Computer Services have determined that the present CAPER-OS design package could be modified to cover such case control data as the opening and closing of cases, the status of cases, and the dates completed name checks are received and field investigations are completed. On-line queries of the computer and updating of each action at a terminal will not be possible because the soft-ware will not be able to support this feature.

j. Fire Drill Procedures

As a result of the recent fire drill, Agency employees will be assigned to assure that employees move away from the entrances to buildings and beyond the fire lanes which must be kept open for responding emergency equipment.

k. Office of Security Liaison

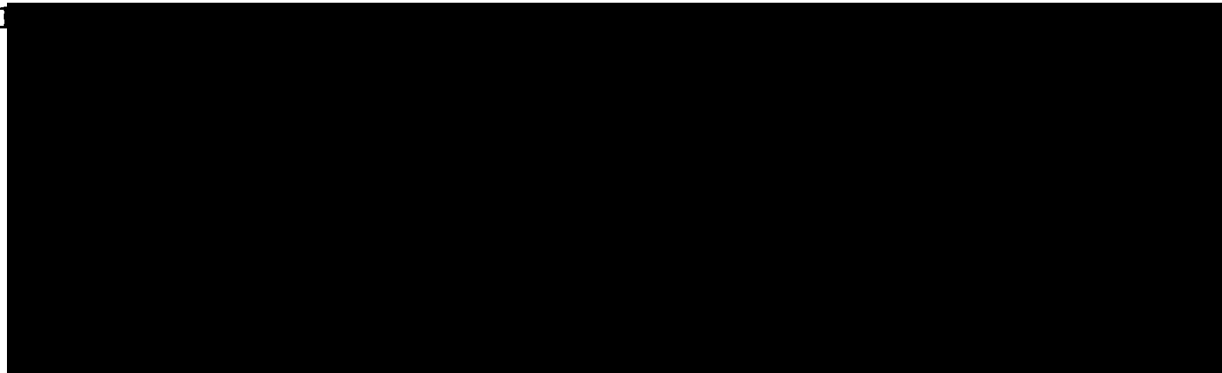
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Office of Security initiated liaison with other agencies of the U. S. Government has been centralized in [REDACTED]

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██████████ of the Clearance Division. Located in Room GE79 at the Northeast Entrance of the Headquarters Building, he has over 50 contact points in Government. His back-up is Mr. ██████████



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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Security Weekly Staff Meeting

FROM:

25X1A

PPB

EXTENSION

NO.

5311

DATE

23 October 1973

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

AC/PPB

10/23/73

2.

DD/P&M

23 OCT 1973

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D/Security

24 OCT 1973

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Mr.

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INTERNAL USE ONLY

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